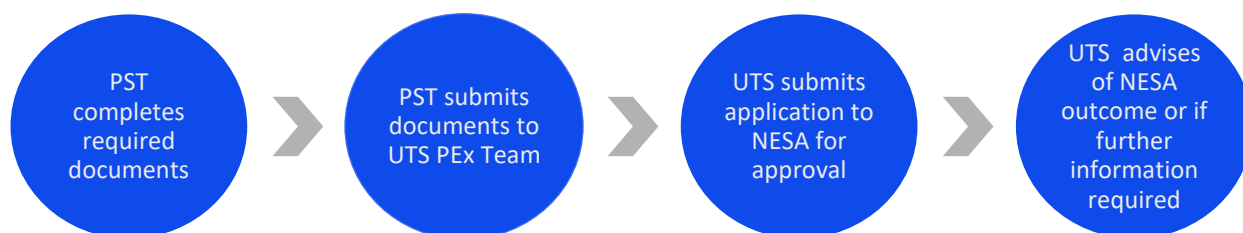


Waiver B Information Sheet

With an approved Application for a waiver of Appendix B of the NESA Professional Experience Policy conditionally accredited Initial Teacher Education students, who meet the requirements of the waiver, can continue their employment including receiving payment/wages while undertaking their final placement in a school where they are employed.

ITE Student's Eligibility Criteria

- The conditionally accredited ITE student must have completed a *satisfactory* placement in at least one other school prior to their current school of employment. This fulfils the *placement in two schools* requirements.
- The Principal of the school of employment supports the retention of the conditionally accredited ITE student
- The ITE student maintains their conditional NESA accreditation throughout the placement period, and their enrolment as a UTS student.
- The ITE student agrees to meet all requirements of their Teaching Performance Assessment at the school in which they are employed.
- The ITE student is employed as a classroom teacher prior to and during placement.
- The ITE student must satisfy all mandatory checks prior to placement including but not limited to.
 - Working With Children Check
 - LANTITE Literacy
 - LANTITE Numeracy
 - Child Protection Awareness Training & Child Protection Update Training
 - UTS Inherent Requirements
 - Anaphylaxis Training



Professional Experience Session	Placement commencement date	Waiver B documentation submitted before
2024 PETP2 Autumn	29 April	18 March
2024 PETP2 Spring	12 August	1 July
2024 PE6 Spring	12 August	1 July

Supervision while in a Waiver B placement

The school of employment will be asked to provide information, including the name, position and contact details of the nominated *Mentoring Supervising Teacher*. The mentoring supervising teacher is responsible for completing and submitting the student's Professional Experience Report, verifying and submitting the ITE student's Attendance Sheet, and supporting the student to complete their placement including their TPA.

It is the ITE student's responsibility to provide the mentoring supervising teacher with the UTS Professional Experience Handbook (ensuring daily pay rates are noted) and all other forms or documents including but not limited to; Lesson Observation Reports, UTS preferred Lesson Plan Template, Attendance Form and Professional Experience Report.

The mentoring supervising teacher can access Pay Claim Forms in the For Supervising Teachers section of the [UTS Professional Experience Documentation](#) webpage.

How to apply for a Waiver B placement

The ITE student must discuss the intention to undertake their final professional experience at the school of employment with the School Principal providing placement dates and discussing teaching load and commitment to learning at UTS.

The ITE student and relevant school representatives must complete an application either via MyPlacement using the self-select option at the top of the *Forms* tab.

If further information is required, the ITE student will be contacted.

The application **MUST** be submitted at least **6 weeks prior to the placement commencement date**.

*If the completed form is not submitted by the cut-off date of **6 weeks prior to the placement commencement date**, the UTS Professional Experience Office reserves the right to not submit the documentation to NESAs and decline the application.*

Accessing your application as a form on MyPlacement

You can access the Waiver B placement application in your Forms tab in MyPlacement from the drop-down self-select box at the top.

- Login to MyPlacement and select the Forms tab
 - ↳ At the top of the page is a self-select drop-down box, select Waiver B Placement Application Form
 - ↳ Follow the below steps to complete and submit your Application for Waiver B Placement.

These steps MUST be completed in sequential order.
Ensure the SUBMIT button has been pressed – not the “Save Draft” before forwarding the application link to the next person/role.

STEP	ACTION	STATUS
1	Applicant (Initial Teacher Education Student/Pre-Service Teacher) to complete the Applicant section of the form, verify, date, and submit the form.	1 of 9
2	Applicant sends the form to School Professional Experience Coordinator via email using the <i>School Professional Experience Coordinator Invite</i> section of the form (<u>under</u> the <i>Applicant</i> section).	2 of 9
3	School Professional Experience Coordinator completes School Professional Experience Coordinator section of the form, verify, date, and submit.	3 of 9
4	Applicant advised via email (UTS email address) that the <i>School Professional Experience Coordinator</i> section has been completed.	3 of 9
5	Applicant is to send the form to Mentoring Supervising Teacher via email using the <i>Mentoring Supervising Teacher Invite</i> section of the form (<u>under</u> the <i>School Professional Experience Coordinator</i> section).	4 of 9
6	Mentoring Supervising Teacher to complete Mentoring Supervising Teacher section of the form, verify, date, and submit.	5 of 9
7	Applicant advised via email (UTS email address) that the <i>Mentoring Supervising Teacher</i> section has been completed.	5 of 9
8	Applicant is to send the form to the Principal via email using the <i>Principal Invite</i> section of the form (<u>under</u> the <i>Mentoring Supervising Teacher</i> section).	6 of 9
9	Principal to complete the Principal section of the form, verify, date, and submit.	7 of 9
10	Applicant advised via email (UTS email address) that the <i>Principal</i> section has been completed.	7 of 9
11	Applicant is to send the form to UTS Director of Professional Experience pex@uts.edu.au via email using the <i>UTS Director of Professional Experience Invite</i> section of the form (<u>under</u> the <i>Principal</i> section).	8 of 9
12	UTS Director of Professional Experience to complete the UTS Director of Professional Experience section of the form, verify, date, and submit.	9 of 9
13	PDF generated in the Documents tab of MyPlacement.	9 of 9
14	UTS Director of Professional Experience forwards Waiver B Application to NESA for assessment and approval/refusal.	9 of 9
15	Applicant advise of NESA decision by Professional Experience Office. (Please allow up to 4 weeks)	9 of 9

Important Information about Waiver B placements

- NESAs are the only authority that can approve Waiver B placement requests.
- ALL completed forms are to be submitted to the relevant email address no later than 6 weeks prior to the placement commencement date. Applications submitted after this time may not provide sufficient time for NESAs to process the application.
- Waiver B placements outside of the dates of the scheduled placements need to be requested in writing to the PEx Office at pex@uts.edu.au and will be taken to the Deputy Head of School for assessment and/or approval.
- If you will not meet the deadline for submission, please contact the PEx office at pex@uts.edu.au